

*Plaintiff***AFFIDAVIT OF SERVICE***Defendant*

\_\_\_\_ County, State of: \_\_\_\_\_, being sworn,  
 says: Deponent is not a party herein; is over the age of 18 years and resides in the State of \_\_\_\_\_

On \_\_\_\_\_ at \_\_\_\_\_ AM at: \_\_\_\_\_

Deponent served the within \_\_\_\_\_

On: \_\_\_\_\_ (herein after called the recipient) therein named.

**Individual** By delivering a true copy of each to said recipient personally; Deponent knew the person so served to be the person described in as said recipient therein

**Suitable Age person** by delivering thereat a true copy of each to \_\_\_\_\_ a person of suitable age and discretion. Said premises is defendants \_\_\_\_\_ Actual Place of Residence \_\_\_\_\_ Actual Place of Business within the State

**Affixing to Door** By affixing a true copy of each to the door of said premises which is defendants \_\_\_\_\_ Actual Place of Residence \_\_\_\_\_ Actual Place of Business, within the State  
 Deponent was unable with due diligence to find defendant or person of suitable age and discretion thereat having called there

**Corporation or Partnership** by delivering thereat a true copy of each to \_\_\_\_\_ personally. Deponent knew said corporation / partnership so served to be the corporation / partnership described in said aforementioned document as said defendant and knew said individual to be \_\_\_\_\_, thereof.

**Mailing** Within 20 days of such delivery, or affixing, deponent enclosed a copy of same in a postpaid envelope properly addressed to defendant at defendant's last known \_\_\_\_\_ Actual Place of Residence \_\_\_\_\_ Actual Place of Business, at \_\_\_\_\_ and deposited said envelope in an official depository under the exclusive care and custody of the U.S. Postal Service within New York State. The envelope bore the legend "personal and confidential" and did not indicate on the outside, thereof by return address or otherwise that the communication was from an attorney or concerned an action against the defendant.

<b>Description</b>	Male	white skin	black hair	14-20 Yrs	Under 5'	Under 100 Lbs
	Female	black skin	brown hair	21-35 Yrs	5'0"-5'3"	100-130 Lbs
		yellow skin	gray hair	36-50 Yrs	5'4-5'8"	131-160 Lbs
		brown skin	blonde hair	51-65 Yrs	5'9"-6'0"	161-200 Lbs
		red skin	red hair	Over 65 Yrs	Over 6'	Over 200 Lbs

Other Identifying Features \_\_\_\_\_

Subpoena Fee Tendered in the amount of \_\_\_\_\_

Sworn to before me on \_\_\_\_\_